

INVITATION FOR BID (IFB) 20-09

SCHOOL TRANSPORTATION VANS



CITY OF GREENFIELD MASSACHUSETTS

January 22, 2020

Advertisement for Bidders

City of Greenfield
14 Court Square
Greenfield, MA 01301

The School Department of the City of Greenfield, acting through the City Procurement Department, is soliciting bids for seven (7) vans, each with a maximum capacity of eight (8) passengers, for the purpose of transporting students. The bid pricing for the vehicles shall be inclusive of the supply and delivery of each vehicle based upon the required bid specifications. Base Bid pricing will also be inclusive of, at minimum, a standard 3 year/ 36,000 mile bumper to bumper warranty (or better) and standard warranty for powertrain, and safety restraint coverage.

A bid deposit of \$500 is required in the form of a bank/treasurer's check or bond payable to the City of Greenfield. Deposits will be returned to all non-winning bidders upon a finalized contract with the winning bidder.

Specifications and bid packages may be obtained starting @ 10:00 a.m. January 22, 2020 from the City of Greenfield's website at <https://greenfield-ma.gov/p/1815/Current-FY-2020> (under "Departments", "Purchasing", and "Current FY20 RFP/RFQ") or electronically from the Purchasing Department of the City of Greenfield at purchasing@greenfield-ma.gov or by calling Phil Wartel at (413) 772-1569 ext. 2131.

Sealed bids must be endorsed "**IFB 20-09 School Transportation Vans**" and are due by Monday, February 10, 2020 @2:00 pm. Electronic submissions will not be accepted. Submissions can be mailed or hand delivered to:

City of Greenfield
Procurement Office, 2nd Floor
14 Court Square
Greenfield, MA 01301

At the discretion of the City, the contract will be awarded to the responsible and responsive bidder (after check of references), and based upon low bid price per vehicle meeting the specifications for the Base Bid and Alternates, number of exceptions from the specifications (if any), available delivery date, past performance and reliability of the make and model of vehicles being bid, the degree of any exclusion, exemption, or restrictions on the Bid Price Form, and deemed by the Chief Procurement Officer, to be in the best interests of the City.

The Contract/Bid/Proposal awarding authority is:

City of Greenfield
Purchasing Department
14 Court Square
Greenfield, MA 01301

20-09 Invitation for Bid (IFB)

7 PASSENGER VANS

City of Greenfield Massachusetts

INSTRUCTIONS TO BIDDERS:

Objective:

The City of Greenfield is soliciting bids for the supply and delivery of seven (7) passenger vans with a maximum capacity of eight (8) passengers. The bid pricing for each vehicle shall be inclusive of the supply and delivery of each vehicle to the required bid specifications. Base Bid pricing will also be inclusive of at minimum, a standard 3 year/ 36,000 mile bumper to bumper warranty and standard warranty for powertrain, safety restraint coverage. The bid for each vehicle will also have a bid alternate for the purchase of an extended powertrain warranty as documented in the bid specifications. Upon contract award, vehicles will be delivered to the City of Greenfield Public Works facility at 189 Wells Street, Greenfield, MA 01301. Contract award(s) will require that the successful Bidder be registered as an authorized dealer for at least five (5) years, and that the Bidder's dealership will provide onsite warranty and service repair with a service location that is within 40 miles or less from Greenfield, Massachusetts.

Submission of Bids:

Bids must be delivered to the City of Greenfield Purchasing Department in a sealed envelope labeled **'IFB 20-09 School Transportation Vans'**. The sealed envelope should also provide the complete contact information of the bidder. Sealed bids should be delivered by the bid deadline of Monday, February 10, 2020 at 2:00pm to the City of Greenfield, Procurement Office, 2nd Fl, 14 Court Square, Greenfield, MA 01301. Late bids will be rejected. Immediately following the bid deadline there will be a public bid opening in meeting room 201 on the 2nd floor of the City Hall. Electronic submissions will not be accepted.

Bids should be complete and submitted as requested with the Bid Submission Forms supplied by the City. Conditional bids will not be accepted. In the event that there is a discrepancy in the bid pricing or interpretation of bid pricing, the written words shall be used in determining and recalculating the bid pricing.

Modifications by Bidder

a. A bidder may correct, modify, or withdraw a bid by written notice received by the Chief Procurement Officer prior to the time and date set for the bid opening. Bid modifications must be submitted in a sealed envelope and clearly labeled **"IFB 20-09 School Transportation Vans Modification No. ____"** in the lower left corner. Each modification must reference the original IFB.

b. After the bid opening, a bidder may not change any provision of the bid. Minor informalities may be waived or the bidder be allowed to correct them if a mistake and the intended bid are clearly evident on the face of the bid document.

All bid prices submitted in response to the IFB must remain firm for thirty (30) days following the bid opening. A bid deposit or bond in the amount of \$500 will guarantee the price and must

be provided in the form of a bank / treasurer's check or bond issued by a licensed surety payable to the City of Greenfield. All bid deposits will returned after the purchase and sale agreement is finalized. If the selected bidder fails to enter into the purchase and sales agreement resulting from this bid, the bid deposit/bond will be forfeited to cover the costs of re-bidding for the Vehicle.

The City may check references to determine if the proposing organization submitting the bid is a responsible supplier. The City reserves the right to request and check references. At the discretion of the City, any unfavorable reference checks or lack of experience with the supply and delivery of vehicles may result in a bid rejection. **Complete Attachment A – References.**

Questions Regarding Drawings and Documents

In general, no answers will be given to prospective bidders in reply to an oral question if the question involves an interpretation of the intent or meaning of the Contract Documents, or the equality or use of products or methods other than those designated or described in the specifications. Any information given to bidders other than by means of the Contract Documents, including Addenda, as described below, is given informally, for information and the convenience of the bidder only and is not guaranteed. The bidder agrees that such information shall not be used as the basis of nor shall the giving of any such information entitle the bidder to assert any claim or demand against the owner.

To receive consideration, such questions shall be submitted in writing to the City no later than Thursday, January 30, 2020 by 2:00 PM to Purchasing at purchasing@greenfield-ma.gov. If the question involves the equality or use of products or methods it must be accompanied by drawings, specifications or other data in sufficient detail to enable the City to determine the equality or suitability of the product or method. In general, the City will neither approve nor disapprove particular products prior to the opening of Bids; such products will be considered when offered by the bidder.

The City will set forth as Addenda, which shall become a part of the Contract Documents, such questions received as above provided as in their sole judgment are appropriate or necessary and their decision regarding each. At least three days prior to the receipt of Bids, we will send a copy of these Addenda to those prospective bidders *known to have taken out bid documents*, and posted to our website at <https://greenfield-ma.gov/p/1815/Current-FY-2020> (under "Departments", "Purchasing", and "Current FY20 RFP/RFQ").

The bidder agrees to use the products, methods, and features designated or described in the Specifications as amended by the Addenda.

Contract Award:

The City of Greenfield, acting through the Procurement Department, the Awarding Authority reserves the right to reject any or all bids, waive minor informalities, and to award contracts in the best interest of the City. All contracts are pending the availability of appropriated funds.

At the discretion of the City, the contract resulting from this bid will be awarded to the responsible and responsive bidder (per check of references), and based upon low bid price per vehicle meeting the specifications for the Base Bid and Alternates, number of exceptions from the specifications (if any), available delivery date, past performance and reliability of the make and model of vehicles being bid, the degree of any exclusion, exemption, or restrictions on the Bid Price Form, and deemed by the Chief Procurement Officer, to be in the best interests of the City.

In the event of a low bid tie between two or more responsive and responsible bidders, the tied low bidders will be given the opportunity to resubmit bid pricing for the tied bid which will have a rebid deadline that is 48 hours after the original bid deadline utilizing the same delivery location and instructions.

Delivery of vehicles must be completed within 60 days of receiving a purchase order from the City unless the bidder has submitted longer delivery times with their bid in which the City has agreed to accept. The City has the right to reject any late delivery. Payment will not be made until delivery.

Time is of the essence. A longer wait than is typical for delivery of a vehicle may be cause to award to the second low bidder.

In case of failure of the Bidder, after due notification of the contract, to sign the contract within 5 business days of such notification, the Chief Procurement Officer may, at his/her option, determine the Bidder has abandoned the contract, and thereupon the proposal and acceptance shall be null and void and shall be at liberty to make other contracts with other parties. In the event that a Bid Deposit is required, the vendor will forfeit said deposit to the City.

The School District's obligation hereunder is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the School District or the City of Greenfield for payment of any money shall arise unless and until funds are made available each year.

Contract Requirements:**ARTICLE 1: TIME OF PERFORMANCE:**

The contractor shall complete all work and services required on earliest date agreed upon with the City.

ARTICLE 2: COMPENSATION:

The City shall pay the Contractor for the supply performance of the work outlined in Article 1 above, and in accordance with the provisions of the specifications.

ARTICLE 3: CONTRACT DOCUMENTS:

The following documents form the Contract and all are as fully a part of the Contract as if attached to this Agreement herein:

1. This Invitation to Bid and its associated Agreement.
2. Amendments or other changes mutually agreed upon between the parties.
3. All attachments to the Agreement.
4. In the event of conflicting provisions, those provisions most favorable to the City shall govern.

ARTICLE 4: INVOICING

No charges for Federal, State, or Municipal sales or excise taxes will be allowed. The City of Greenfield and Greenfield Schools are exempt from these taxes, exemption # 04-6001163. The bid prices shall be net and not include the amount of any such tax.

ARTICLE 5: CONTRACT TERMINATION:

The City may suspend or terminate this agreement by providing the Contractor with ten (10) days written notice for the reasons outlined as follows:

1. Failure of the Contractor, for any reason, to fulfill in a timely and proper manner its obligations under this Agreement
2. Violation of any of the provisions of this Agreement by the Contractor.
3. A determination by the City that the Contractor has engaged in fraud, waste, mismanagement, misuse of funds, or criminal activity with any funds provided by this Agreement.

ARTICLE 6: INDEMNIFICATION:

The Contractor shall, to the maximum extent permitted by law, indemnify and save harmless the City of Greenfield, its School Department, its officers, agents and employees from and against any and all damages, liabilities, actions, suits, proceedings, claims, demands, losses, costs and expenses (including reasonable attorneys' fees) that may arise out of or in connection with the work, supply, and/or service being performed or to be performed by the Contractor, its employees, agents, or subcontractors. The existence of insurance shall in no way limit the scope of this indemnification. The Contractor further agrees to reimburse the City of Greenfield for damage to its property caused by the contractor, its employees, agents, subcontractors or materials. Contractor shall be solely responsible for all local taxes or contributions imposed or required under the Social Security, Workers Compensation, and income tax laws. Further, the Contractor shall indemnify and hold harmless the City with respect to any damages, expenses, or claims arising from or in connection with any of the work performed or to be performed under this Agreement.

ARTICLE 7: AVAILABILITY OF FUNDS:

The compensation provided by this Agreement is subject to the availability and appropriation of funds. The contractor shall be obligated to provide services hereunder, only to the extent that said funds are available.

ARTICLE 8: APPLICABLE LAW:

The Contractor agrees to comply with all applicable local, state and federal laws, regulations and orders relating to the completion of this Agreement. This Agreement shall be governed by and construed in accordance with the law of the Commonwealth of Massachusetts.

ARTICLE 9: ASSIGNMENT:

The Contractor shall not make any assignment of this Agreement without the prior written approval of the City.

ARTICLE 10: AMENDMENTS:

All amendments or any changes to the provisions specified in this Contract can only occur when mutually agreed upon by the City and Vendor. Further, such amendments or changes shall be in writing and signed by officials with authority to bind the City. Additionally, all amendments and changes shall be approved by the City Finance Director prior to execution by the awarding authority. No amendment or change to the contract provisions shall be made until after the written execution of the amendment or change to the Contract by both parties.

GENERAL VEHICLE SPECIFICATIONS:

The General Specifications listed below will be applicable to all vehicles included in this bid.

General Vehicle Specifications:

The apparent silence of specifications as to any detail, or the apparent omission from it of detail description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and only materials and workmanship of the first quality are to be used.

If a bidder has a stock vehicle that has extra or varied features beyond what is listed in the vehicle specifications, the City will have the sole discretion to approve the acceptance of varied and extra feature(s) not specified in the bid. A bidder should not assume that a stock vehicle that does not fully meet bid specifications will be acceptable to the City. Communication to the City Procurement Office before the deadline for questions is recommended.

General Warranty:

The Base Bid for each vehicle included in this bid will include, at minimum, a 3 year/36,000 bumper to bumper standard warranty, and will also include the standard warranty for safety restraint coverage, powertrain warranty and corrosion warranty.

For any repair or warranty work, the Bidder agrees to offer priority repair service during normal business hours to the City of Greenfield.

Delivery:

The City must be notified at least forty-eight (48) hours in advance of all deliveries. Vehicle delivery is via Contractor's vehicles. Vehicle delivery and liability remain with the Contractor until the products are properly delivered, inspected, and signed for by an authorized City of Greenfield representative. The Contractor is responsible for the delivery and offloading of vehicles and for all shipping charges that may be incurred as the bid pricing is inclusive of all shipping and delivery expenses. The Bidder will be responsible for all accidents and environmental hazards in connection with the delivery.

Upon delivery, all vehicles will include, at a minimum, three (3) sets of operable keys and/or key fobs and be cleaned, serviced, and ready for immediate use in accordance with the manufacturer's pre-delivery service. Vehicles will be delivered in new condition, "detail" cleaned and free of mileage (less than 400 miles). The City will handle vehicle registration and state inspection. The Contractor shall provide the manufacturer's warranty, owner's manuals and related information for each vehicle. The window sticker for each vehicle must contain the details of the factory options and no dealer identification may be on the delivered vehicle. All fluids including the vehicle crankcase, differential, and transmission will be filled to the manufacturer's recommended capacity and the fuel tank will be full when the vehicle arrives at the final delivery destination.

SPECIFIC VEHICLE SPECIFICATIONS:

Vehicle Specifications

The following description is not meant to be proprietary to any one manufacturer. If a particular specification cannot be met by the potential bidder, but an Equal Alternative is available, the Bidder may note the Alternative in a formal question to the Chief Procurement Officer during the Written Question period so that an Addendum may be offered, if acceptable. Offering the Alternative in the bid is allowable, but Minimum Requirements will be rejected. A “NO” response, a failure to respond, or a failure to meet any of the following Quality Requirements will result in a rejection of the bid.

1. Age: 2019 or newer
2. Van color must be white for visibility and safety.
3. A minimum of 220 Horsepower
4. Automatic Transmission
5. Three (3) sets of operable keys and/or key fobs per vehicle
6. Minimum 7 to maximum of 8 passenger capacity with flat rear flooring for access and entry of students and staff.
7. Front wheel drive.
8. New All-Season Tires
9. Vehicle Stability Assist with traction control
10. Anti-Lock Braking System
11. Daytime Running Lights
12. Tire Pressure Monitoring System
13. Rearview Camera
14. Passenger Side Door: Manual Open/Slide
15. Passenger-Assist Grips for 2nd & 3rd row
16. Airbags: (Minimum)
 - a. Driver & front passenger front and side
 - b. Three-Row side curtain airbags with rollover sensor
17. Seat-belts
 - a. Adjustable seat belts, both horizontal and vertical.
 - b. 3-point seat belts at all seating positions with automatic tensioning
 - c. Lower anchors and tethers for children
 - d. Driver & front passenger seat-belt reminder

18. Seating

- a. Driver/Front Passenger 4-way adjustment
- b. Head Restraints for all seating positions
- c. Passenger Seating Capacity – 7 to 8

19. Driver/Passenger Power Up/Down Windows

20. Power door and window locks

21. Child-proof rear door locks

22. Child Reminder System

23. Floor Mats – Front & 2nd Row

24. Rear mud flaps

25. Variable Intermittent Windshield Wipers

26. Intermittent Rear Window Wiper/Washer

27. Front and Rear-Window Defroster

28. Power Side Mirrors

29. Air conditioning: Air conditioner must be sufficient to reduce inside temperature of the vehicle from 90 degrees F (plus or minus 3 degrees) to 75 degrees F (plus or minus 3 degrees) within 30 minutes.

30. Automatic Climate Control System w/Rear Seat Heater Ducts able to sustain 60 degrees F (+/- 3 degrees) inside when outside temperature is 0 degrees.

31. Tilt and Telescopic adjustable Steering Column

32. Beverage Holders (driver/front passenger only)

33. AM/FM Radio

34. Front Door Courtesy Lights

35. Auto start.

36. Minimum of 22 combined MPG.

37. Regular Unleaded 87 octane fuel preferred.

38. Dash area must have sufficient clearance to accommodate radio without interfering with the functionality of the dash components.

39. Space under dash to accommodate LED indicator lights.

40. Built in harness holds.

41. Manufacturers maintenance and shop manuals – CD version

42. Pricing will also be inclusive of at minimum a standard 3 year/ 36,000 mile bumper to bumper warranty and standard warranty for powertrain, safety restraint coverage and corrosion.

Delivery: Vehicles must be delivered with no extra charge to the Greenfield DPW Yard at 189 Wells Street, Greenfield, MA 01301.

FORMS FOR BID

Bid Form
City of Greenfield, Massachusetts
BID SUBMISSION FORMS

The undersigned, as bidder proposes to supply and deliver the following vehicles per the vehicle bid specifications of this IFB.

COMPANY NAME _____

SIGNATURE OF BIDDER _____

PRINT NAME & TITLE OF BIDDER _____

ADDRESS _____

PHONE NUMBER: _____

FAX NUMBER: _____

EMAIL: _____

MINIMUM REQUIREMENTS:

The following are Minimum Requirements. Bids received that are not compliant with all Minimum Requirements will be rejected. A “NO” response, a failure to respond, or a failure to meet any of the following Quality Requirements will result in a reject of the bid.

1. The Bidder a manufacturer or manufacturer’s authorized distributor/dealer has been an authorized distributor/dealer for at minimum five full years?

YES_____, **NO**_____

Provide the dealer/distributor name and address:

Distributor/dealer has been in business for 5 or more years? **YES**_____, **NO**_____

2. Warranty Repair and Service Facility: The dealer/distributor must have an authorized repair shop that is within 40 driving miles or less from the City of Greenfield, MA by way or reasonably direct route. Is the repair shop facility within 30 driving miles of Greenfield?

YES_____, **NO**_____

Service Location:

Bidder's Name

PROPOSAL FORM

To the City of Greenfield, Massachusetts, acting on behalf of its School Department (hereinafter called the "Owner") and through its Purchasing Department, duly authorized therefore, who act solely for said City and without personal liability to themselves:

The undersigned , _____ as bidder, declares that the only persons or parties interested in this bid as principals are those named herein; that the bidder has carefully examined the proposed form of Proposal and the Specifications (and amendments thereto); and they bid and agree, if this bid is accepted, that the bidder will furnish all materials and labor necessary for the completion of the Work as specified in the Proposal, in the manner and time therein prescribed and according to the requirements of Owner as herein set forth.

The Bidder agrees that the Owner will have thirty (30) consecutive days from date of opening to accept the bid, except as described in the specifications, the unit(s) at the price, therein. The Bidder also understands that the Owner reserves the right to accept or reject any or all bids and to waive any informalities in the Proposals if it is in the Owner's interest to do so. The Advertisement for Bidders, Information for Bidders, Specifications and Proposal Form attached thereto, shall become a contract upon the receipt by the Bidder of written acceptance of this bid by the Owner.

The Bidder will take in full payment, therefore, the following price, to wit:

Manufacturer: _____

Model Year: _____

Model Name: _____

Color: White

BASE BID:

Total Price for seven (7) vehicles:

\$ _____

(Price written in words)

Alternate Bid: Total purchase price for an extended powertrain warrantee for all seven (7) vehicles:

\$ _____

(Price written in words)

DELIVERY: Number of days for delivery from date of order? _____ **DAYS**

If this BID is accepted by the City, the undersigned agrees to complete the entire work provided to be done under the Contract within the time stipulated as otherwise expressly provided in the AGREEMENT.

As provided in the INFORMATION FOR BIDDERS, the bidder hereby agrees that they will not withdraw this BID within 30 consecutive calendar days after the actual date of the opening of BIDS and that, if the City shall accept this BID, the bidder will duly execute and acknowledge the AGREEMENT and furnish, duly executed and acknowledged, the CONTRACT BONDS (if required) within ten (10) days after notification that the AGREEMENT and other Contract Documents are ready for signature.

Should the bidder fail to fulfill any of their agreements as hereinabove set forth, the City shall have the right to retain as liquidated damages the amount of the bid check which shall become the City's property.

This BID includes Addenda number *** _____.

*** To be filled in by Bidder if Addenda are issued.

The Bidder, by submittal of this BID, agrees with the Owner that the amount of the bid security deposited with this BID fairly and reasonably represents the amount of damages the Owner will suffer due to the failure of the Bidder to fulfill their agreements as above provided.

The Bidder hereby certifies they shall comply with the minority manpower ratio and specific action steps contained in the STATE REQUIREMENTS under Massachusetts Equal Employment Program, including the minority contractor compliance. Prior to the award of the Contract, the Contractor must submit a Contractor's Certification of Compliance. The Contractor receiving the award of the Contract shall be required to obtain from each of its Sub-Contractors and submit to the contracting or administering agency prior to the performance of any work under said Contract a certification by said Sub-Contractor, regardless of tier, that it will comply with the minority manpower ratio and specific affirmative action steps contained in the Massachusetts Equal Employment Program.

(SEAL)

By:

Name of Bidder

(Signature and title of authorized representative)

Business Address

City & State

Date

Bidder's Name

The Bidder is a corporation incorporated in the State (or Commonwealth) of _____
_____(Bidder must add and delete, as necessary, to make this
sentence read correctly).

(Note: If the Bidder is a corporation, affix corporate seal and give below the names of its president, treasurer, and general manager, if any; if a partnership, give full names and residential addresses of all partners, and if an individual, give residential address if different from business address.)

(Corporate Seal)

President

Treasurer

General Manager

Partner

Partner

Partner

Partner

Partner

Individual: _____

Address: _____

CERTIFICATE OF NON-COLLUSION: REQUIRED FORM

Pursuant to M.G.L. Ch. 30B, §10, the undersigned hereby certifies, under penalties of perjury, that this bid or proposal has been made and submitted in good faith and without fraud or collusion with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals. The undersigned certifies under the penalties of perjury that this bid or bids has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Signature of person submitting contract/bid

Date

Name of Business

CERTIFICATE OF TAX COMPLIANCE

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

*Social Security Number or
Federal Identification Number*

*Signature of Individual or
Corporate Name*

*Corporate Officer
(if applicable)*

AGREEMENT

OWNER-CONTRACTOR AGREEMENT

This Agreement made the ____ day of _____, 2020____, by and between the School Department of the City of Greenfield, hereinafter called the "Owner", and _____ hereinafter called the "Contractor".

Witnesseth, that the Owner and the Contractor, for the consideration herein under named, agree as follows:

Article 1. Contract Sum: The Owner shall pay the Contractor, in current funds, for the performance of the Work, subject to additions and deductions by Change Order, of the Contract Sum of _____ dollars (\$_____).

Article 2. The Contract Documents: The following, together with this Agreement, form the Contract and all are as fully a part of the contract as if attached to this Agreement or repeated herein: The Bidding Documents, Contract Forms, Specifications as enumerated in the Table of Contents, the drawings, if applicable, and all Modifications issued after execution of the Contract.

Article 3. REAP Certification: Pursuant to M.G.L. c.62(c), sec.49 (a), the individual signing this Contract on behalf of the Contractor, hereby certifies, under the penalties of perjury, that to the best of their knowledge and belief the Contractor has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Article 4. Validation: This Contract will not be valid until signed by the Finance Director for the City of Greenfield.

¹ Contractor

Awarding Authority

Name of Contractor

Roxann Wedegartner
For the City of Greenfield

Address

Signature and Seal

By: _____
Signature and Seal

Mayor

Witness: _____

Approved as to Appropriation:

¹ If a Corporation, attach a notarized copy of Corporate Vote authorizing signatory to sign contract.

Finance Director

For AGREEMENT

State of _____)

SS:

County of _____)

On this _____ day of _____, 20____,

Before me personally appeared _____

To me known, who being by me duly sworn, did depose and say as follows:

That he/she resides at _____

and is the _____

of _____

the corporation described in and which executed the foregoing instrument; that he/she knows the corporate seal of said corporation; that the seal affixed to the foregoing instrument is such corporate seal and it was so affixed y order of the Board of Directors of said corporation; and that by the like order he/she signed thereto his/her name and official designation.

Signature of Notary Public

(Seal)

Printed Typed Name of Notary Public

My commission expires: _____

ATTACHMENT A

REFERENCES

Please list **AT LEAST FIVE SALES** references. Please make sure contact information is **CURRENT**. Inability to check references may affect the eligibility of your bid. Include at least 2 municipal customers.

1	
Name of Buyer	Month/Year of Sale
Name of Contact Person	Title of Contact Person
Phone Number	Type of Vehicle (Make/Model)
2	
Name of Buyer	Month/Year of Sale
Name of Contact Person	Title of Contact Person
Phone Number	Type of Vehicle (Make/Model)
3	
Name of Buyer	Month/Year of Sale
Name of Contact Person	Title of Contact Person
Phone Number	Type of Vehicle (Make/Model)
4	
Name of Buyer	Month/Year of Sale
Name of Contact Person	Title of Contact Person
Phone Number	Type of Vehicle (Make/Model)
5	
Name of Buyer	Month/Year of Sale
Name of Contact Person	Title of Contact Person
Phone Number	Type of Vehicle (Make/Model)